

MAIL DISTRIBUTION SERVICES CONTRACT

HISTORICAL WORKLOAD ESTIMATES

The following information is provided to offerors as historical data for proposal submission purposes and shall not be included in the resulting contract.

Incoming/Outgoing Mail

Average low-high

2,000,000 – 4,000,000 Pieces (annual)

- The number above includes mail with standard distribution lists, which is approximately 731,229 annually

250 workdays

8,000 – 16,000 pieces (average/day)

Telephone Directories (pick-up and recycling)

Average low-high

Average 3,000 - 3,500 (annual)

Annual requirement only

Spaceport News (KSC Newspaper)

Average low-high

Average 120,000 - 123,000 (annual)

Delivered twice per month/ every other Friday

Average 5,100 copies per issue

Next Day Mail Requests

FedEx – Average 1,500 - 2,000 (annual)

USPS – 1,200 – 1,500 (annual)

Miles Driven

Average 132,000 miles annually

Maintenance of Official Bulletin boards

Approximately 13 boards

Maintenance of Building Directories

Approximately 33 building directories

Building Directories only updated as needed, approximately 4 times per year.

Maintenance of Newsletter Holders (“KSC Countdown”)

Approximately 24 newsletter holders

NASA Mission Posters

Approximately 15 locations

Poster size: 30 in. x 40 in.

Procurement Support (PWS paragraph 1.2.8)

Metered Mail: approximately 6,581 pieces annually

Contracts, Modifications, Purchase Orders, Delivery Orders, Specifications, Drawings, requests for proposals (RFP) or invitations for bids (IFB): approximately 32,700 pieces annually

KSC personnel

Approximately 15,000 employees, NASA and contractor